



Position: Post Fixture Analyst

Reports to: Head of Claims & Insurance

Main Function(s):

Handling post fixture and freight collection and any reimbursement Claim (freight/demurrage and Misc. claims)

- Analyze ship voyages in accordance with charter parties for possible demurrage and any Miscellaneous reimbursement claims for all charter parties ensuring that requirements are followed.
- Evaluate and calculate claim amount and invoice the appropriate party. Manage all aspects of invoicing and collection of demurrage/Misc claims for HMI managed vessels.

Provide assistance in Insurance related matters.

The right candidate must be self-driven, motivated and a resilient team player who is goal-orientated and demonstrates a high level of commitment and thrive in an international environment.

Duties:

- Calculating, analyzing and invoicing all demurrage/Misc claims incurred for each assigned voyage in accordance with the terms and conditions of the governing charter party
- Following up with counter-parties for outstanding amounts
- Negotiating effectively with charterers on any dispute or discrepancies, to resolve claims amicably, and gathering all required evidence
- Preparing weekly and ad-hoc reports
- Collate relevant correspondence for Head of the Department for cases that are being passed to arbitration.
- Providing support to the Head of the Department with Insurance matters as necessary
- Liaising with the operations team, following the schedule of the assigned vessels, checking time bars on recaps and ensuring that all claims are settled.
- Evaluating validity of claims and remain current with regard to new rulings, changes in Charter party clauses etc. as appropriate.

Requirements:

- Working knowledge of tanker charter party clauses and shipping terminology
- At least 2-3 years of experience in similar Department (i.e. Tanker Operations, Freight, Disbursements, Claims Handling)
- BSc/MSc in Shipping or a related field a plus
- Excellent written and verbal communication skills
- Excellent interpersonal and team work skills
- Well-versed in all MS Office applications
- Strict adherence to Confidentiality

Please email your CV to Kalliopi.michalopoulou@heidmar.com